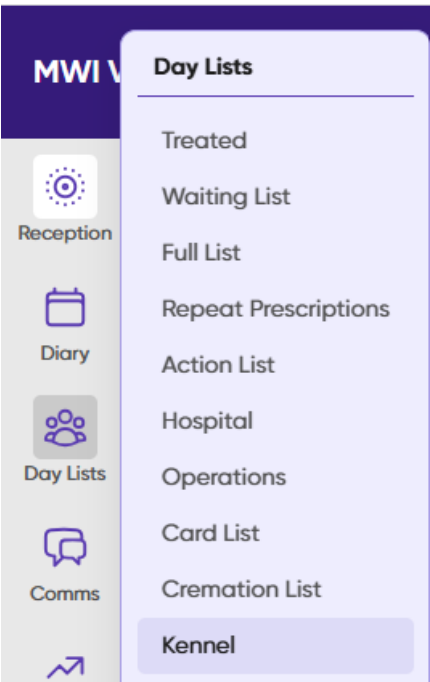# Using the Kennel

14/07/2025 3:32 pm BST

Summary

The Kennels screen is used to record and manage kennels within the practice. For configuration of Wards and Kennels see the Kennels Administration page.

Details

The Kennel screen can be accessed via the 'Day Lists' button from Primary Navigation on the left-hand side.

Once selected, the Kennel screen will display:

Adding a Patient to a Kennel

1. Select the Kennel you wish to add a patient to and either right click and select the 'Add Patient' button, or select the 'Add Patient' icon on the top left of the screen.

2. Search and select the patient you wish to add.

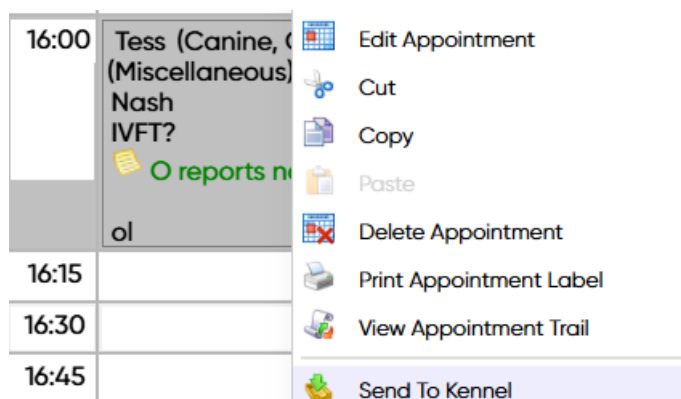3. Once selected, insert the duration (days) for how long the animal will be in the kennel for along with a reason

.

4. To add the patient to the kennel, select 'Add to Kennel'.

5. The patient will be added to the kennel and displayed as below:

Large – Kennel 2	
Animal ID:	10589
Animal name:	Tess Nash
Entry date:	14/07/2025
EDD:	14/07/2025
Reason:	IVFT overnight

Adding a patient to a Kennel from the Diary screen

1. Navigate to the Diary.

2. Select the appointment, right click and select 'Send To Kennel'.

3. The Kennel Allocation window will display. Insert the duration (days) for how long the animal will be in the kennel for along with a reason. Now select the Site, Ward, Kennel Type and select from the Available Kennels.

4. Select 'Add To Kennel'

Adding a patient to a Kennel from the Send To option

1. Navigate to the patient History screen.

2. Select the arrows in the top right of the screen. Select 'Send To' and select 'Kennel List'
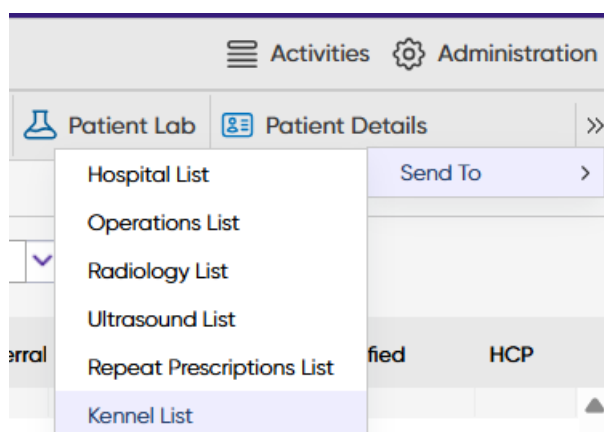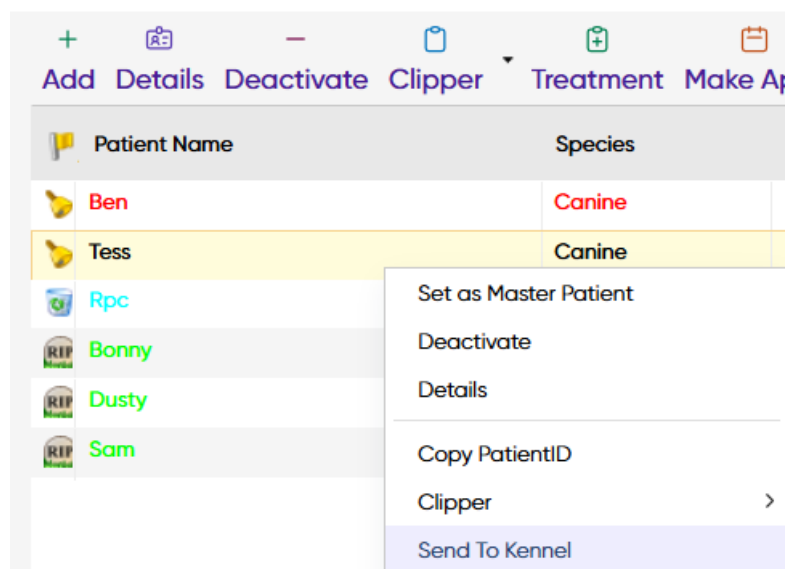
3. Select 'Kennel List'

4. The Kennel Allocation window will display. Insert the duration (days) for how long the animal will be in the kennel for along with a reason. Now select the Site, Ward, Kennel Type and select from the Available Kennels.

5. Select 'Add To Kennel'

Adding a patient to a Kennel from the Reception screen

1. Navigate to the Reception screen and load a client

2. Click once on the relevant patient

3. Right click and select 'Send To Kennel'

4. The Kennel Allocation window will display. Insert the duration (days) for how long the animal will be in the kennel for along with a reason. Now select the Site, Ward, Kennel Type and select from the Available Kennels.

5. Select 'Add To Kennel'

Discharging a Patient

1. Select the patient/kennel you wish to discharge

2. Select the 'Discharge Patient' button, or right click and select 'Discharge Patient'

Set a Kennel as Unavailable

1. Select the kennel you wish to set as unavailable

2. Select the 'Set Unavailable' button, or right click and select 'Set Unavailable'.

3. A window will appear requesting information on when the kennel is unavailable from and to along with a reason.

4. Select 'Save' and the kennel will be marked as unavailable (as below) and you will be unable to add any patients to the kennel until it is available.
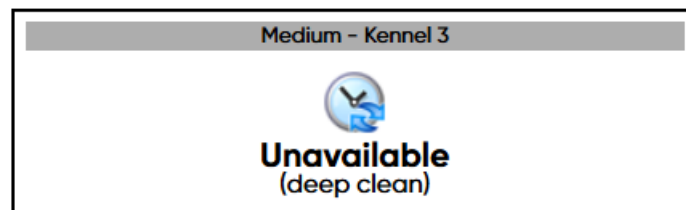
Modifying/Deleting Availability

1. Select an unavailable kennel and right click.

2. Select 'Modify Availability' and the below window will appear:

3. To modify the unavailable period select the correct unavailability from the list at the bottom, update

the dates and select 'Save'. To delete the unavailable period, select 'Delete'.

Kennel History

An audit log of the Kennel can be accessed via the History Tab from the Kennels screen. This screen displays a history of any changes to Kennels for the dates specified.

Action Date	Action	User	Kennel ID	Type	Animal	Reason	Added Date	EDD
14/07/2025 15:25	Created unavailable slot deep clean	Jupiter	11	Medium				
14/07/2025 15:10	Added Animal	Jupiter	14	Large	Tess	IVFT overnight	14/07/2025	14/07/2025
14/07/2025 15:04	Added Animal	Jupiter	10	Medium	Morris	HGE	14/07/2025	16/07/2025
14/07/2025 15:04	Created unavailable slot deep clean	Jupiter	1	Small				

Kennel Day Notes

The Kennels Day Notes tab is used to log notes in relation to kennels. This note will remain within the Kennel and does not display in any clinical history for the patients.

Adding a Kennel Day Note

1. Select the date and use the 'Day Notes' box to compose your message.

2. Once Composed, select 'Save' to add the note to the system.

Date	Note
23/06/2025	Milo TGH 16:00
06/01/2021	walked all dogs at 10 :00 km
29/10/2020	inps ol
13/09/2016	Duty Nurse today is Kelly

Deleting a Day Note

1. Select a Note from the listed Day Notes.
2. Select the 'Delete' button.